

Scientific and Technical Employee Development (STED) Conference Call November 20, 2008

Committee members:

Name	Role/Affiliation
Steve Blanchard	WRD Senior Staff
Virginia de Lima	Center Directors
Bob Hainly (Chair)	Data Chiefs
Bill Hazell (not present)	Hydrologic Technicians
Leo House (not present)	NRP
Mike Nolan	OSW
Dave Pollock	OGW
Kurt Schultz (not present)	IT Specialists
Lynn Taylor (not present)	NWIS
Steve Anthony	Studies Section Chiefs
Alan Ward	OED
Franceska Wilde (not present)	OWQ
Francisco Simoes - guest	NRP

Meeting Introduction:

- Bob Hainly opened the teleconference and reviewed the agenda. No additions were suggested.

Comments on the minutes from the March 2008 meeting:

- No comments were received on the September 2008 meeting minutes.
- **ACTION ITEM** – Bob will re-send the September 2008 meeting minutes as a reminder for committee members to review them.

Review of the Action Items Log:

- **8/21 ACTION ITEM** –Committee to review video list and provide suggestions to Mike.
 - Action Item progress – Some responses received. Still looking for more feedback.
- **9/25 ACTION ITEM** –Recover Web page stats
 - Action Item progress – Delivered 11/18. We will use them as a guide for web page design.
- **9/25 ACTION ITEM** –Distribute STED info through Matt Larsen to WRD
 - Action Item progress – On hold until TEL course ready for delivery.
- **9/25 ACTION ITEM** –Recover QW Principles development cost information.
 - Action Item progress – Alan talked to Franceska. Data are being recorded.

External Communication

- No reports.
- WR Data Conference this year – Steve Anthony will see if he can work STED into agenda.
- Pacific-NW Science Conference – Alan will attempt to work STED into agenda or presentation.

HR Initiative Funding Status

- FY2008 funds distribution:
 - \$20K to QW Principles for script and narrative development by contractor.
 - \$29K to SW Policy and Principles course. First draft of course modules expected to be completed by end of CY2008.
 - Remainder of funding to OSW for future-year use.
- FY2009 proposal:
 - Submitted proposal for \$100K for contractor and SME salaries.
 - Proposed \$21K to complete QW Principles course.
 - Proposed \$20K to complete SW course.
 - \$59K remaining and available for 6 potential courses:
 - Orientation to USGS
 - Motorboat Operator Certification Course (MOCC)
 - GRSAT (Liz Hittle)
 - Continuous-records processing (Walker)
 - Environmental Modeling (Glynn)
 - Sediment Transport (Simoies)

Sediment Transport Course - Francisco Simoes

- 99 percent of feedback was positive
- There is some disagreement on content/delivery
 - Classroom needed for part
 - John Gray input to be included
 - No overlap with existing
 - Not academic – need more applied methods course
 - Cost of 1-week sit-down course prohibitive?
 - Francisco has talked to Gray
 - sent syllabus
 - suggested WebEx delivery
 - will develop plan with Gray - looking for other input
- Would like to have course in FY09
 - Use blended delivery - WebEx then TEL then WebEx?
- Steve B. and OSW think course is definitely needed
- Steve A. mentioned that if datasets are available, will need hands-on course to work on model
- Suggestion to develop course then have user testing confirm direction and delivery method

QW Principles Course Status – Alan Ward

- Lots of time being spent on it
- Francesca has many "lessons learned"
 - Tj to provide lessons to next developer classes
- Francesca hopes to complete and deliver course in CY2009

SW Procedures and Policies Course Status – Mike Nolan

- By end of this week, 17/18 modules are expected to be complete (PowerPoint file with or without animation)
 - 5-6 modules have received review
 - Colleague reviews expected to be complete by end of January - user reviews needed
- SMEs working hard - may need to redirect work for one module
- Working out technical issues with Tj
- Need to transcribe videos and provide closed captioning
- Need to develop scripts, select narrator, and add narration
 - May release modules without narration to speed up delivery
- Should be ready for use in Spring 2009

STED Web Page Format – Mike Nolan

- Still need video suggestions
- Will use web page stats from Tj to drive design

STED Web Page Access – Mike Nolan

- Can limit by .gov and .mil (per Annette Ledford) and divide sections for public/non-public
- Minutes, agenda, etc. should be internal
- Training resources should be external

DECISION – Minutes, agenda and internal committee materials will be limited to USGS. Training resources will be available to the public as well.

Wrap-up

- Draft minutes of this meeting will be distributed for committee review.
- Alan Ward requested status of WRD payment for Adobe software maintenance.

ACTION ITEM – Steve Blanchard will follow-up on this with Gene Summerhill. (Completed 11/24)

The next conference call is scheduled for Thursday, January 29 at 1:00 pm EST.